



Public Health Director Division of Public Health

Job Description: The Public Health Director is charged with leading the operations of the public health system serving the health needs of our state and providing leadership in the assessment, promotion, prevention, protection, and planning of the public health of Georgia's 9 million residents.

Georgia's public health system includes the State Divisional Office which houses the state's key public health programs i.e. Health Promotion & Disease Prevention, Epidemiology & State Laboratories, Environmental Health, Infectious Disease Control & Immunizations, Maternal & Child Health, and State Vital Records. The successful operation and management of the State Divisional Office is the responsibility of the Public Health Director.

In addition, the Public Health Director will also provide leadership and support to coordinate statewide public health efforts with the public health districts comprised of Georgia's 159 County Boards of Health.

Administratively, the Public Health Director will direct the activities of employees in providing health, medical and environmental programs and services; direct the financial management functions of the department; review, approve and monitor program plans for the various services and programs provided by the health department; evaluate employee job performance; contribute to the development and maintenance of appropriate administrative procedures and policies for the operation of the division; interpret various laws, administrative regulations and policies to ensure conformance and efficient operation of the department; meet with the Public Health Advisory Committee to describe and discuss activities of the division in meeting its objectives; attend various meetings at the local, regional and state level; and work collaboratively with the division chiefs for the Medicaid, State Health Plan, Healthcare Facility Regulatory, and Enterprise Function Divisions supporting the Georgia Department of Community Health to achieve its goal - healthy people and a healthier Georgia.

Qualifications

Five years of any combination of the following advanced education, experience and expertise:

- Advanced Degree in a Public Health related field of study, including Master of Public Health (M.P.H.); doctoral (Ph.D.) degrees in Epidemiology, Biostatistics, Health Services Research, and Health Policy and Behavioral Sciences, and Health Education; or public health related fields;
- Senior level management experience of a public health or health services organization; or
- Service as a public health physician

And

Two years of administrative experience in medical services or programs that included supervision of physicians, prioritization of services, the development of policies, including progressively responsible high level executive health related administrative experience (preferably in a public health setting). Experience should include collaborating/partnering with community health care agencies and, responsibility for community contact.

Preferred Qualifications

A combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities

Our ideal candidate will have one or more of the following:

- A valid license as a physician issued by the State of Georgia
- Previous managerial experience leading a large organization that consists of highly skilled employees with diverse backgrounds and with personnel distributed over a wide geographic area

Knowledge Skills and Abilities

The Public Health Director applicant will have knowledge of:

- Principles, practices and inter-agency responsibilities involved in contemporary public health;
- Federal and state laws and regulations governing the services and work of public health programs;
- The organization and purpose of federal and state health departments; relationship between public health associations and community health groups;
- Principles and practices of managing physicians and other medical professionals; and other managers;
- Effective public and community relations practices;
- Public information practices and techniques;
- Practices of health service advocacy;
- Principles and practices of determining and serving community health needs;
- Impact of socio-economic and psychological factors on the effectiveness of health care and general health service delivery;
- Fiscal management and budget administration and control;
- Program budgeting; federal laws related to public and community health programs;
- Public health care issues, policy, and programs, including epidemiology, environmental health, and maternal and child health;
- Principles, practices, and terminology of modern medicine; clinical medicine, including emergency, primary care, and specialty medicine; accepted clinical practices; public health administration; medical ethics.

The Public Health Director applicant will have the ability to:

- Plan, organize, prioritize and evaluate a variety of public health operations that have to meet community health needs and state/federal laws and regulations within available resources;
- Determine the need and priority of public health programs and establish short and long range goals and objectives;
- Analyze data, draw conclusions, and develop responses;
- Interpret, and apply laws and regulations pertaining to public health and medical services;
- Establish standards and evaluate performance;
- Communicate technical information to persons with varying degrees of medical knowledge including physicians, other medical professionals and lay administrators;
- Instill public confidence in the quality of services;
- Determine community health needs and programs needed to meet such needs;
- Establish and maintain cooperative working relationships with representatives of federal, state and local health and social service agencies, managers of other county departments, and community leaders and health care professionals;
- Make effective written and oral presentations;
- Prepare a variety of written documents and reports;

- Act as management spokesperson in interactions with other departments and agencies and motivate others;
- Problem-solve and mediate between groups with diverse points of view;
- Allocate resources;
- Maintain objectivity and confidentiality.

Georgia Statutory requirements (House Bill 228 2009)

The director shall:

- Provide a written report of expenditures made for public health purposes in the prior fiscal year to the Governor, the Speaker of the House of Representatives, and the Lieutenant Governor no later than December 1 of each year beginning December 1, 2010;
- Serve as the chief liaison to county boards of health through their directors on matters related to the operations and programmatic responsibilities of such county boards of health; provided, however, the director may designate a person from within the division to serve as such chief liaison;
- Be authorized to convene one or more panels of experts to address various public health issues and may consult with experts on epidemiological and emergency preparedness issues;
- Consider all resolutions passed by the Advisory Council for Public Health;
- Serve as a member of the Child Fatality Review Panel; and
- Allocate and reallocate functions of the Division of Public Health

Benefits

In addition to a competitive salary (**\$140,000 - \$165,000**), The Department of Community Health offers employee benefits such as paid time off, a retirement plan, and a number of choices for healthcare coverage. For general information about benefits go to: <https://www.careers.ga.gov/careersBenefits.asp>. For information on the retirement plan go to: www.ersga.org.

Area Information

This position is located in downtown [Atlanta](#).

A sprawling metropolis of over four million people today, metro [Atlanta](#) has the vibrancy of the world's great urban centers combined with the Southern charm of small town centers such as Roswell and Decatur. Here you'll find historic sites from the Civil War through the Civil Rights era, as well as world-class shopping, entertainment, and nightlife.

We're located across from [Underground Atlanta](#). Parking is nearby as well as direct access to [MARTA's](#) rail and bus system.

Come to [Georgia's](#) capital city and experience first-hand our historic charm and hospitality.

Applying for this job

Please send your cover letter and resume in Microsoft Word format to: dchrecruiter@dch.ga.gov

To ensure proper routing/handling of your credentials, please type the following as your email subject:
Public Health Director

Candidates for this position may be subject to employment drug testing and criminal background check. This position is subject to closing at anytime once a satisfactory applicant pool has been identified by the hiring authority.